

FLIGHT PROJECTS DIRECTORATE
STATUS REVIEW PACKAGE (SRP)

**MANPOWER TRAVEL AND COST CHART (MPT)
USER GUIDE**

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The following documentation is an overview of the Manpower Travel and Cost Windows program operation.

RUNNING A CHART FROM WINDOWS

There are two ways to run the MPT chart in the Windows environment:

The first is to double click on the MPT icon. This will load the MPT chart and automatically load the last file opened.

The second way is to click on the MPT icon. Make sure the title under the icon is highlighted. Move the pointer up to File and click. Move the pointer to Properties and click. This will bring up a dialog box that displays the program's name. After the program name, enter the correct path and file name of the file chart to be opened and click on OK. Then move the pointer back to the icon and double click. This will open the chart and the file that was specified in the Properties dialog box.

CREATING A NEW CHART

Move the pointer to the menu bar and click on File. This will reveal the File pulldown menu.

Move the pointer down the pulldown menu to New, and click.

This will display the Options dialog box.

Enter the "Starting Year". Valid years are 1960 to 2050.

Move the pointer to the radio buttons. Under the chart type, click the mouse on the radio button for the chart type desired.

When all the selections are made, click **OK** or **CANCEL**. **OK** will accept the changes made. **CANCEL** reverts back to previous selections or default settings.

OPENING AN EXISTING FILE

To open an existing file, move the mouse to the menu bar and click on File.

This will display the File pulldown menu.

Move the pointer to Open, and click on Open. This opens a dialog box where either the path and filename can be typed or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and file. Then move the pointer to **OK**, and click on **OK**, -or- move the pointer to the file to be opened, and double click on it.

IMPORTING DATA

The following describes the Import process for a Manpower chart in the "MPT" (Manpower Travel and Cost) program.

Two files are required for importing data. MANXXXXX.PRN holds the information being imported (usually created using Lotus 123), and MANXXXXX.IMP which maps the information in the ".PRN" file to the appropriate field locations in the MPT chart. "XXXXX" is to be user defined. Both files must have identical names other than the extensions, and the first three characters must be "MAN" for a Manpower chart, and "TRV" for an Travel chart and "CST" for a Cost chart.

Described below is the necessary information that is required in the ".IMP" file for a Manpower, Travel or Cost chart:

LABEL FIELD NUMBER

project	6
year1	10
year2	25

Described below is the contents of a ".PRN" file created using Lotus 123 :

project	PROJECT XYZ
year1	12 12 14 15 16 17 18 19 21.1 22 22.2 23.1 22 22.2 24.1
year2	11.2 12 13 14 15 16 17.2 18 19 22 22.1 22.7 22.8 23.1 24

To import a ".PRN" file, ensure that the ".PRN" and ".IMP" files have the same name other than the extensions.

Move the mouse pointer to the menu and select Eile. This will reveal a pull down menu. Select Import. Access the directory that contains both the ".PRN" and ".IMP" files (they must reside in the same directory). Select the appropriate file to import by double clicking on the file name, or clicking once on the filename and then clicking on Import. This action will import the ".PRN" file.

An ".IMP" file can be edited to change the "LABELS" to match those in the ".PRN" file. While in the Import dialog box, select the ".PRN" filename that matches the ".IMP" file that needs editing. Click the mouse on Edit. This action will load "NOTEPAD.EXE" and the corresponding ".IMP" file. Make the necessary changes to the LABEL names. When editing has been completed, save the changes and exit "NOTEPAD". To then Import the file, double click on the filename, or click once on the filename and then click on Import.

Special note: The **FIELD NUMBERS** should not be edited. If they are changed, unpredictable results may occur.

MULTIPLE CHART IMPORT

The following describes the process for importing several TRV (travel) charts at one time:

Two files are required for importing multiple charts. TRV.DAT holds the data being imported, and TRV.IMP which maps the information in the TRV.DAT file to the correct chart fields in their respective filenames. These two files must be named TRV.DAT and TRV.IMP.

Listed below are is a sample **TRV.IMP** file:

NAME/FIELD NUMBER

ASOF	1	
@MONTH	-1	
&*PLAN	10	
&*ACT	25	
#		
400.TRV	400	(Puts data into filename 400.TRV)
402.TRV	402	(Puts data into filename 402.TRV)
403.TRV	403	(Puts data into filename 403.TRV)

File 400.TRV, 402.TRV, and 403.TRV must first be created in order for this process to work.

Listed below is a sample **TRV.DAT** file:

```
ASOF    10/30/91
MONTH   01
400PLAN 82.1
402PLAN 17.2
403PLAN 12.1
400ACT  72.4
402ACT  16.6
403ACT  10.2
```

Summary: TRV.DAT contains information for the three files named, 400.TRV, 402.TRV, and 403.TRV that are referenced in the ".IMP" file. Line 1 of **TRV.DAT** contains the "As of:" date that will go in these three files. Line 2 contains the current or applicable month eg: October = month 1, November = month 2 etc. which is an index to the correct field where the data is supposed to go. Line 3, 4 & 5 contain the "PLAN" data in the three charts 400.TRV, 402.TRV, and 403.TRV. Line 6, 7 & 8 contain the "ACTUAL" data for the three charts.

The ".IMP", ".DAT", and target files all must exist and reside in the same subdirectory.

To import multiple files, Move the mouse pointer to the menubar and click on File and then select Import. This action will bring up the Import dialog box. Access the directory where the ".IMP", ".DAT", and the target files all reside. You will not see the ".DAT", ".IMP", or the target files listed in the file list box. Click on the "All" button. This action will import the information listed in the "TRV.DAT" to the charts listed in the "TRV.IMP" file.

To edit the ".IMP" file, Move the mouse pointer to the menubar and click on File and then select Import. This action will bring up the Import dialog box. Access the directory where the ".IMP", ".DAT", and the target files all reside. You will not see the ".DAT", ".IMP", or the target files listed in the file list box. Click on the "Edit all" button. This action will load "Notepad.exe" and the "TRV.IMP" file for editing. This should be done only for the purpose of adding filenames to the list of filenames. Changing anything else may cause unpredictable results. After editing the file is completed, save the file and exit "Notepad.exe". This will return you to the "Import Dialog Box". Click on the "All" button to complete the import process.

ENTERING DATA

Position the pointer over the field you want to enter.

Click on that field. This will display a small dialog box.

Type in the Number.

Position the pointer over the **OK**, **NEXT**, or **CANCEL** button, and click. **OK** will accept the changes, **NEXT** allows the next field to be entered, and **CANCEL** will leave the current field unchanged. Valid entries are **0 - 9999**.

All invalid entries will display an error box. The field will be left blank. Reselect the field and re-enter the number if necessary.

TITLES, DATES, AND FOOTNOTES

Move the pointer to the field to be edited, and click. This will display an entry box.

Make the entry.

Move the pointer **OK** or **CANCEL**, and click.

OK accepts the entry, and **CANCEL** reverts back to what was previously entered in that field.

The proper format to use when entering in the date is MM/DD/YY;
e.g. 07/21/90.

ANNOTATIONS

An annotation can be made almost anywhere within the chart.

Position the pointer to the bottom left of where an annotation is needed and double click. This will open an entry box.

Type in the annotation, and click **OK** or **CANCEL**. **OK** accepts the annotation, and **CANCEL** prevents the annotation from being made.

To Move an annotation, position the pointer on the annotation and depress the left mouse button. The pointer will change to a "cross- hair". Drag the annotation to the

desired position. Release the mouse button when the positioning of the annotation is satisfactory.

To change the attributes of an annotation, move the pointer to the menu bar, and click on Edit. Then click on Annotate. This will display a dialog box where the color, size, and font can be changed for each annotation.

Use the **PREVIOUS** and **NEXT** buttons to flip through the annotations.

If an annotation is in an undesirable location and cannot be moved, delete the annotation by using the annotation dialog box.

OPTIONS

Position the pointer over the menu bar and click on Format. Then click on Options.

Any option can be changed at any time with the exception of the number of periods. This can only be increased or left the same.

Refer to section on "NEW" for changing the options.

SAVE/SAVE AS

To save a file, position the pointer on the menu bar. Click on File, then click on Save or Save As.

The option "Save As" allows you to save the file using any legal file name and path.

The option "Save" saves the current file to the current file name.

If the current file is new and has never been saved, the "Save As" dialog will appear.

All files will be saved with a ".MAN" extension for Manpower, ".TRV" extension for Travel, or ".CST" extension for Cost charts by default.

LINES

Position the pointer over the menu bar and click on the option Format. Then click on Line Styles. This will open a dialog box where the line styles and colors can be changed.

Click the radio button for the desired line style and color that correspond to a particular line on the chart.

To **EXIT**, click on **OK** or **CANCEL**. **OK** saves the changes, and **CANCEL** reverts back to the previous settings.

ERROR BOXES

Error Boxes can be displayed for several reasons:

OPENING A FILE:

If you type in the wrong file name, an invalid file name, or the file cannot be found, then an error box will appear.

ENTERING AN INCORRECT NUMBER:

Valid numbers range from **0 - 9999**. If you type in a number other than in the specified valid range, an error message will appear.

If an invalid "Starting Year" is entered in the "Options" dialog box, an error will result. The range of valid years is **1960-2050**.

WARNING BOXES

A warning box will be displayed if the user has made changes to a file and:

- tries to open another file without first saving the current file.
- tries to create a new file without first saving the current file.
- tries to quit without saving the current file.

The warning box asks the user if they would like to save the file. The correct responses are either **YES**, **NO**, or **CANCEL**. **YES** saves the changes. **NO** continues on without saving the file. **CANCEL** aborts the operation.

A warning box will be displayed if the user attempts to save a new file to an existing file name.

The warning box asks the user if the existing file should be overwritten. **YES** overwrites the file, **NO** and **CANCEL** allow the user to enter a new file name.

DELETE

To delete a file, position the pointer on the menubar. Click on File, then click on Delete. This opens a dialog box where either the path and filename can be typed or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and filename to be deleted or move the pointer to the file to be deleted and click. Move the pointer to **OK** and click. This action displays another dialog box as a safety measure to ensure that the user really wants to delete the selected file. **CANCEL** aborts the operation, **OK** deletes the file.

PRINTER SETUP

To access the Printer Setup, Move the pointer to the menubar and click on File. Move the mouse to Printer Setup and click. This will bring up a dialog box where the printer modes can be changed. Make sure the printer is set up for "Landscape" before printing.

PRINTING

Move the pointer to the menubar and click on File. Move the mouse to Print and click. This will print the chart on the Windows default printer.

EXIT

To exit an existing file, move the pointer to the menu bar and click on File. Move the pointer to Exit, and click on Exit.

If the file has no new changes, then the program will terminate.

If the file has unsaved changes, a warning box will appear and prompt the user to save the current file.